



USAID | BENIN

FROM THE AMERICAN PEOPLE

TO: All qualified Applicants
FROM: Nadege Deguenon, Acting EXO Lead
Subject: Job Opportunity Announcement Solicitation #: 680-17-000003
Date: November 28, 2016

USAID is accepting applications for the following position

POSITION TITLE: Chauffeur
NUMBER OF POSITIONS: One (1)
GRADE: FSN 03 (trainee level FCFA 3,349,676 A 5,771,900)
FSN 04 (FCFA 3,991,925 to FCFA 6,960,065)
OPENING DATE: November 30, 2016
CLOSING DATE: December 21, 2016 at 5:00 p.m Cotonou time
WORK HOURS: Full-time: 40 hours/week

Applicant must be a Foreign Service National or ECOWAS Cooperating Country National (CCN).

Definitions:

Foreign Service National Personal Services Contractor (FSNPSC) employee is a non-U.S. citizen employee hired by a USAID Mission abroad, whether full or part-time, intermittent, or temporary, and inclusive of a Third Country National (TCN) who is paid under the local compensation plan (LCP), and who entered in a contract pursuant to the AIDAR, Appendix J.

Cooperating Country National (CCN) is an individual/employee who is a Cooperating Country citizen or a non-Cooperating Country citizen lawfully admitted for permanent residence in the Cooperating Country.

USAID/BENIN is an equal opportunity organization. We encourage full participation of all qualified and interested persons. Persons with disabilities will be assisted and receive reasonable accommodation.

USAID/Benin anticipates awarding one Foreign Service National contract (FSNPSC) as a result of this solicitation, subject to availability of funds. USAID/Benin reserves the right not to award a contract as a result of this solicitation. This solicitation does not represent a commitment on behalf of USAID. The US Government is not obligated to make an award or to pay any costs associated with the preparation and submission of an application in response to this solicitation.

U.S. Agency for International Development
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Cotonou, BENIN

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21301636, 21301411, 21307047; 21367500
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<http://www.usaid.gov/bj>

I. BASIC FUNCTION OF POSITION:

The position is located in the Executive Office of USAID/Benin and will be supervised by the Country Representative Administrative Assistant. The Executive Office (EXO) is responsible for the administrative management functions of USAID Benin. The Office is the key support unit of USAID/Benin providing essential services in following areas: Budgetary Planning, Management Analysis and Planning, Human Resources Management, Administrative and General Services including Property Management, Embassy Administrative Support (under ICASS), Unit Security and Safety, Communications and Records, Travel and Transportation. S/he will be responsible for driving and checking the vehicles of the Country Representative.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Drive and check the vehicle** **80%**
Checks vehicle and drives the Country Representative to and from meetings and appointments at various Government of Benin (GOB) Ministries, the American Embassy, other Embassies, Universities and various donor agencies in and around Cotonou. Drives the Country Representative and/or VIP visitors to and from the international airport. On occasion, drives the Country Representative, and/or VIP official visitors to other parts of Benin and on visits to project sites, to inspect or observe projects activities or to meet with regional officials.
- B. Conduct preventive maintenance** **20%**
Keeps vehicle in clean and serviceable condition and performs minor preventive maintenance. Completes trip tickets and other daily vehicle records. May transport cargo for delivery; in doing so, may operate a four-wheel-drive, small pickup or van. Performs other miscellaneous related duties as assigned.

III. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:** Completion of Junior Secondary is required; completion of two years apprenticeship in motor vehicle mechanics is preferable.
- b. Prior Work Experience:** At least three years of chauffeur experience is required, of which at least two years must be as a V.I.P. chauffeur
- c. Post Entry Training:** Defensive driving and eye tests as provided by regulations.
- d. Language Proficiency:** Level III English (good working knowledge) and fluent French is required.
- e. Job Knowledge:** Must be familiar with Beninese traffic laws, area traffic patterns and general geographical layout of Benin, Togo, Ghana and Nigeria. Must be familiar with area traffic patterns. Must be able to perform first line maintenance/repairs.
- f. Skills and Abilities:** Must have a valid drivers' license qualifying the incumbent to be a chauffeur. Must be a safe driver of vehicles and have experience driving in neighboring countries.

IV. POSITION ELEMENTS

- a. Supervision Received:** Supervisor is the Administrative Assistant of the Country Representative; however, the position is located in the Executive Office. Instructions are received from the Administrative Assistant; but the supervisor evaluates performance and exercises most normal supervisory functions.

- b. **Supervision Exercised:** None.
- c. **Available Guidelines:** Daily briefings on schedule/requirements of the day. Local traffic rules and regulations. Mission procedures related to vehicles maintenance and driving (ADS 500).
- d. **Exercise of Judgment:** Judgment as to best route to take, based on knowledge of traffic flow and road conditions, is required.
- e. **Authority to Make Commitments:** None.
- f. **Nature, Level, and Purpose of Contacts:** Contacts with personnel at all levels when driving for VIP visitors. Delivers oral and written messages to various members of GOB Ministries, private sector officials, other donors and other autonomous organizations and receives their replies to convey to the Director.
- g. **Time Expected to Reach Full Performance Level:** Three months

V. **EVALUATION FACTORS:**

- g. **Education:** (15 points based on initial application review) Completion of Junior Secondary is required; completion of two years apprenticeship in motor vehicle mechanics is preferable.
- h. **Prior Work Experience:** (25 points based on application review and interview) At least three years of chauffeur experience is required, of which at least two years must be as a high-ranking official's chauffeur
- i. **Language Proficiency:** (10 points based on application review and interview) Level III English (good working knowledge) and fluent French is required.
- j. **Job Knowledge:** (25 points based on written assessment, maintenance test and interview) Must be familiar with Beninese traffic laws, area traffic patterns and general geographical layout of Benin, Togo, Ghana and Nigeria. Must be familiar with area traffic patterns. Must be able to perform first line maintenance/repairs.
- k. **Skills and Abilities:** (25 points based on written assessment and interview) Must have a valid drivers' license qualifying the incumbent to be a chauffeur. Must be a safe driver of vehicles and have experience driving in neighboring countries.

VI. **INSTRUCTIONS TO APPLICANTS**

Consideration and selection will be based on evaluation of the qualifications and evaluation criteria by a recruitment committee. **Applications should be in English. Applicants must submit a CV, an OF-612 form and should write a cover letter. Applicants who do not submit a CV, an OF-612 form and a cover letter in the application will not receive further consideration.** Depth and relevance of qualifications will be primarily assessed by a review of candidates' applications and a written test followed by an interview if applicable.

After candidates' applications have been initially reviewed, only those which give evidence of meeting minimum requirements for education, prior work experience and relevant skills will receive further consideration. The recruitment committee will identify a short list of candidates who will be invited to complete a written test followed by an interview. After reviewing all results, the recruitment committee will make a determination of candidates who have the requisite qualifications and experience to successfully fill the position.

Applications must include the names and contacts information for at least three references and USAID may seek additional contacts for reference check as appropriate or determined necessary. At least one should be the current immediate supervisor or have been an immediate supervisor. Candidates

who do not wish to have current employers contacted must state this in the application; however such employers would be contacted for references, if candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. These candidates may be invited to return to USAID for additional interviews.

Application forms: Optional Form 612 can be obtained from the USAID website <http://www.usaid.gov/sites/default/files/OF612.pdf>. If you encounter problems downloading the form, please contact Mr. Laurent Kpadonou at lkpadonou@usaid.gov or Mrs. Clemencia Acacha at cacacha@usaid.gov for a copy of the form. Applicants should retain for their record copies of all enclosures that accompany their applications.

Please reference the number of this solicitation when sending your application. Submissions made via e-mail MUST be PDF format. Electronic submissions are authorized and are to be sent to: lkpadonou@usaid.gov and cacacha@usaid.gov. Please quote the number and position title of this solicitation on the subject line of your e-mail application.

For those who wish to send hard copies of their application by mail, see the mail address below:

USAID/BENIN
ATT. LAURENT KPADONOU/ CLEMENCIA ACACHA BONOU
EXECUTIVE OFFICE (EXO)
US EMBASSY COTONOU, MARINA AVENUE
01 BP 2012 COTONOU, BENIN
N.B: Mark submissions "PSC 680-17-000003" on the application.

Applicants are requested to provide their full mailing address and contact information (telephone and e-mail where available). No response will be sent to unsuccessful applicants.

VII. COMPENSATION

The position grade is FSN 04. However compensation will be negotiated at trainee level within the range of the market value at Grade FSN-03 based upon the candidates past salary. Applicants falling at the FSN 03 will receive an annual salary increase of one step each year up to the maximum step FSN 03 upon fully successful performance. If during the 12 months' waiting period, performance is rated unsatisfactory by supervisor and supported by the Country Representative, contractor may be terminated for convenience according to the Local Compensation Plan (LCP). They may move to the higher grade FSN-04 after one year, if their performance is rated more than fully successful. Salaries over and above the market value will not be entertained or negotiated. Only salaries and the benefits listed in the local compensation plan (LCP) will be paid. USAID/Benin would like to reiterate that this position has been classified as an FSN position and in no event will this status change to an off-shore hire during the contract term, including extensions, if any.